

**INTERNAL/EXTERNAL JOB POSTING (JOB POSTING #2019-47)**



**TITLE:** Communications Assistant  
**POSITION TYPE:** Full Time – Temporary (8 weeks) (Non-Union)  
**REPORTS TO:** Director of Business Relation

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**POSITION DESCRIPTION:**

The Bob Rumball Canadian Centre of Excellence for the Deaf (BRCCED) is a multi-purpose, multi-program facility that functions as a community centre for the Deaf and as a non-profit charitable provider of services for the Deaf. The organization exists to provide care and opportunities in a communication-rich environment that enhances the quality of life of those we serve.

Reporting to the Director of Business Relations, the Communications Assistant is responsible for assisting the Director of Business Relation with social media, communication, event planning and ad hoc duties.

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**PRIMARY DUTIES/REQUIREMENTS**

- Internal and external communications to stakeholders
  - Assist with executing communication plan
  - Assisting with social media, analytics and community events calendars
  - Attending events to promote on social media
  - Assisting with event planning
  - Research projects related to social media usage
  - Assisting with internal communications tools; including vlogs and vimeos
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**QUALIFICATIONS**

- Currently enrolled in a post-secondary Communication program or related field
  - Excellent written, computer and digital media skills
  - Strengths in social media and event planning
  - Flexible and punctual
  - Knowledge of ASL an asset
  - French language/LSQ an asset
  - Meet the Canada Summer Jobs eligibility requirement: Be between 15 and 30 years of age at the start of the employment
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Interested candidates please email resume to: Human Resources at [careers@bobrumball.org](mailto:careers@bobrumball.org) or fax to (416)-449-8881

**Please contact the above if you need accommodation at any stage of the application process.**

**PLEASE QUOTE JOB POSTING NUMBER YOU ARE APPLYING FOR.**

**We thank all applicants in advance, however, only candidates selected for an interview will be contacted.**

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**Posting Date:** May 08, 2019

**Closing Date:** May 30, 2019

**Start Date:** June 24, 2019